



City of Seat Pleasant

Finance Department

A CITY OF EXCELLENCE SMART CITY

“Seat Pleasant offers Smart City Services that is better, faster and personalized making it a City for me using information and communication technology, with the internet of things”. Summarize significant department progress for the reporting period that is indicative of providing services that are better, faster and personalized.

Department: Finance

Date of Report 3-23-2018

Reporting Period 3-01-2018 to 3-31-2018

- 1. Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the area of cash disbursement are the Finance Department:**

With the NetSuite Accounting System in the Finance Department:

- a. Processed electronically 225 purchase orders for procurement of goods and services from the departments.**
 - b. Processed electronically and verified account codes for proper assignment of budget expenditures for 225 purchase requisitions.**
 - c. Processed electronically 225 purchase orders and invoices into vendor files.**
- 2. Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the processing payroll are the Finance Department:**

1 year after the transfer of the payroll processing from Paychex to Automatic Data Processing(ADP):
 - a. We have reduced the time taken to review payroll time sheets for accuracy.**
 - b. We have reduced staff time committed to processing the city payroll checks.**
 - c. Cut down on the significantly on the use of paper checks by using Direct Deposit**
 - d. Provided better transparency to employees by using the ADP mobile app and website**
 - 3. Significant department progress for this reporting period that is indicative of providing services that are better, faster and personalized in the processing cash payment are the Finance Department.**

- a. Recorded cash receipts from customers within the NetSuite system in 5 minutes or less
- b. Reduced time taken to deposit checks and money orders by obtaining and using a new check scanner. This has eliminated travel time to and from the bank as we are able to scan in our office.
- c. Real time updates on Banking information due to online access.
- d. Initiated process for digital signatures to be implemented. This will eliminate delay time when two of the check signers are out of town for conferences.

Analyze department improvements that are needed and/or achieved based on the Smart City model.

1) Finance Department has to streamline the workflow in the Finance Department to reduce the time it takes cash disbursement and cash collection process.

2) Cash flow was moderate in the month of February 2018

Indicate problems identified, barriers encountered and solutions reached.

1) In the past the Finance Department receive no input from the various department in determining departmental staffing levels and capital equipment needs. The city now conducts executive staff meeting to solicit input from the various department on staffing levels and capital equipment needs.

Identify goals for the next reporting period.

- 1. Reducing the time, it takes to process paper checks by using online portals and ACH payments.**
- 2. Reduce the check processing time even further using digital signatures.**
- 3. Reducing the fees customers pay for services provided by the city by switching to GovPay system.**
- 4. 100% collection of Personal Property Taxes.**
- 5. Adding additional information to NetSuite systems in regard to vendors, customers, and employees.**
- 6. 100% scanning of cash receipts into the NetSuite system.**
- 7. 100% scanning of contracts into the Finance F drive.**

Revenue

Revenue Center #	Revenue Center Name	Amount
4000	Real Estate Revenue	\$14,771.41
4010	Interest on Late payment of Real Estate	\$1,193.70
4030	Personal Property Taxes	\$1,584
4035	Personal Property Tax – IOC Funding	\$576
4060	Highway User Tax	\$4,076.18
4110	Housing Code Violations	\$400
4111	Property Agent Sign Agreement	\$50
4115	Foreclosed/Vacant Property Registration	\$300
4120	Vehicle Releases	\$3,525
4130	Parking Citations	\$125
4170	Single Family Rental Licenses	\$75
4190	Building Permits	\$300
4225	Refuse	\$5,076
4260	Rental – Barbershop	\$1,250
4270	Rental – Goodwin Park Events	\$600
4310	Copies/Faxes/Other Misc. Income	\$.50
4311	Police/Accident/Incident Reports	\$120
Total		\$34,022.79

Expenditures

Cost Center #	Cost Center Name	Amount
5220	Training	\$1,471.13
5611	Netsuite	\$2,205.43
Total		\$3,676.56